

Financial Support Tech

Non-Classified Classification

Open for Recruitment: September 18, 2006 - September 26, 2006

Announcement # NONCLS028798

Salary Range: \$10.46 [-Plus Competitive Benefits!](#)

Location: Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Superintendent of Public Instruction (State Department of Education) is seeking to fill a part time (20 hours/week - 8:00 a.m. to noon) Financial Support Technician.

All eligible State Department of Education staff have the opportunity to take advantage of the fee waiver program for classes at Idaho's institutions of higher education.

This announcement will used to fill the current opening at the SDE in Boise only.

Primary Purpose:

The Financial Support Technician will independently perform specialized financial record keeping, maintenance, review, verification, and support functions.

Responsibilities:

- Uses bookkeeping methods and procedures to prepare work/spread sheets, standardize summaries and reports, and perform reconciliation.
- Uses automated systems and system software to enter, retrieve, and edit financial data and prepare financial documents.
- Researches accounting systems and records to identify and correct errors in financial transactions.
- Has latitude in explaining and applying policies, procedures, or regulations and in determining if financial data meets compliance standards.

Minimum Qualifications:

- Some knowledge of financial record keeping methods.
- Experience using personal computers to enter, retrieve, and edit spreadsheet data.
- Some knowledge of computerized accounting systems, and internal accounting controls
- Excellent verbal and written communication skills
- Excellent interpersonal skills – customer oriented
- Excellent organizational skills
- Spreadsheet skills – MS Excel
- Gathering and compiling data
- Balancing and coordinating a workload for multiple projects
- Time management – deadline driven
- Dependability, Reliability, and Flexibility

Please complete the SDE Support Staff Application found at: <http://www.sde.state.id.us/Jobs/>

Submit application, résumé, three verifiable professional references and veteran's preference (if applicable) to:

Nancy Grigsby, Human Resource Specialist, Sr.
Idaho State Department of Education
P.O. Box 83720
Boise, ID 83720-0027